

EVENT NAME MS Walk 2015

EVENT LOCATION Idlewild Park - Peace Officer Memorial Lot

**EVENT DATES AND TIMES**

Setup Date	May 1, 2015	Setup Start Time	1 p.m.
Event Start Date	May 2, 2015	Event End Date	May 2, 2015
Daily Event Start Time	6 a.m.	Daily Event End Time	2 p.m.
Dismantle Date	May 2, 2015	Dismantle End Time	4 p.m.

**EVENT DESCRIPTION**

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

On Saturday, May 2nd, 2015, Walk MS will be rallying the community to come together once again to celebrate hope for the future to over 1,400 people in our area affected by Multiple Sclerosis. The walk will be 3 miles along the Truckee River and funds raised will continue our progress in research, education, programs and services.

ON SITE CONTACT Linda Lott ON SITE NUMBER 775-232-0062

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

**Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME Linda Lott

**TYPE OF EVENT**

See FAQ for clarification of event types

- ☐ Special Activity
- ☒ Special Event – Parks
- ☒ Special Events – Street / Sidewalk Occupancy

**EVENT WILL INCLUDE**

(check all that apply)

- ☐ Amplified Sound/Multimedia  
*Attachment A Required*
- ☐ Street/Sidewalk Occupancy  
*Attachment B Required*
- ☐ Alcohol Service  
*Attachment C Required*
- ☐ Vendors/Exhibitors  
*Attachment D Required*
- ☐ Privileged Sales  
*Attachment E Required*
- ☐ Event Set-Up  
*Attachment F Required*
- ☐ Park Usage  
*Attachment G Required*
- ☐ Food/Beverage Service  
*Contact Washoe County  
Environmental Health Services  
(775) 328-2620*

*This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.*

HOST ORGANIZATION The National MS Society EVENT COORDINATOR Linda Lott  
 MAILING ADDRESS 4600 Kietzke Lane K-225 CITY/STATE/ZIP Reno, NV 89502  
 DAYTIME PHONE 775-827-4257 CELL PHONE 775-232-0062 FAX 775-201-1781  
 WEBSITE www.nationalmssociety.org/cal EMAIL ADDRESS linda.lott@nmss.org  
 ONSITE CONTACT Linda Lott CELL PHONE 775-232-0062  
 PUBLIC CONTACT Linda Lott DAYTIME PHONE 775-827-4257  
 FEDERAL TAX ID 95-1727656

☒ HOST ORGANIZATION IS NON-PROFIT  
 Proof of current non-profit status must be included with application.

ANTICIPATED ATTENDANCE: DAILY 900 TOTAL 900

☒ OPEN TO THE PUBLIC
 ☐ ADMISSION WILL BE CHARGED \$\_\_\_\_\_

↓ FOR CITY OF RENO OFFICE USE ONLY ↓

Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00			
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00			DATE ENTERED
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x			FAX TO
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x			<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x			<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/>	\$111.00			<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD	Refer to "FD" Section	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD	Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/>	TBD	Refer to Reno Municipal Code		
*Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*					
TOTAL FEES					INITIALS
TOTAL PAID					

### 3. Additional Information:

Will you be using any of the following? Check all that apply:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Flammable or compressed gases                               | <input type="checkbox"/> Exit obstructions           | <input type="checkbox"/> Dust or spark production    |
| <input type="checkbox"/> Fire lane or hydrant obstruction                            | <input type="checkbox"/> Temporary electrical wiring | <input type="checkbox"/> Bleachers                   |
| <input type="checkbox"/> Cooking vendors   | <input type="checkbox"/> Indoor vehicle display      | <input type="checkbox"/> Loose seats/chairs over 200 |
| <input type="checkbox"/> Fenced area or building to be occupied by 50 or more people |  |  |

### Separate Permit Requirements:

#### One or more of the following activities (\$85)

☐ **Open flame devices**

Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.

☐ **Canopies in excess of 400 square feet**

Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

☒ **Tents in excess of 200 square feet**

Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

☐ **Indoor demonstration cooking**

#### Pyrotechnic activity (\$225)

☐ **Pyrotechnics**

Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.

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#### For Additional Information Contact:

Reno Fire Department  
775-334-2300  
775-334-3826 FAX  
RFDSpecialEvents@reno.gov

## DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?

☒ Yes.

Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.

☐ No.

Describe refuse removal plan:

Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).

Method and types of recyclable material collection:

☒ cans

☒ plastic bottles

☐ paper materials

☒ cardboard

☐ other

Describe recycling plan if event is not taking place in a City park:

N/A

How will you promote recycling at your event?

We will have trash bins that are labeled and designated for recyclable items at the site and rest stops and we will have volunteers take or direct any recyclable items to the appropriate areas.

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT A

## CITY OF RENO SOUND AMPLIFICATION/MULTIMEDIA PERMIT

- Amplified sound/multimedia is permitted at Special Events and Special Activities only with a Sound Amplification Permit.
- It is the policy of the City of Reno to allow amplified sound/multimedia between the hours of 8:00 a.m. and 10:00 p.m. or after a park closing hour, whichever occurs first. The decibel range will be no louder than 75 decibels at the outermost boundaries of the event.
- Per Reno Municipal Code (RMC) Section 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with RMC section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor.
- The City of Reno encourages event organizers to ensure that amplified sound/multimedia content is family-friendly, particularly at outdoor events held on public property.

Event Name MS Walk Event Date May 2 2015  
Time Start 6 am Time End 2 pm  
Type of Event Outdoor walk event  
Event Location 1805 Idaho DR. Reno, NV 89509 - Police Officer Memorial lot  
Type of Amplification or Multimedia Voice/Speech Live Music (Band) \_\_\_\_\_  
DJ/Music/Karaoke Other \_\_\_\_\_

- By filing this permit I agree to take all steps reasonably necessary to resolve complaints about my use of amplified sound / multimedia and to ensure compliance with the provisions of the Ordinance.
- The applicant and this permit must be in the immediate area of the sound amplifying equipment during any testing or use.
- This permit does not grant permission to disturb the peace or violate RMC 8.12.020 or 8.23.085.
- This permit must be in the possession of the person operating the sound amplification/multimedia equipment and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License or City Manager's office/department.
- This permit does not authorize a Special Activity or Event.

Signature of Applicant [Signature]

Approved by \_\_\_\_\_

# SPECIAL EVENT & ACTIVITY PERMIT APPLICATION

## ATTACHMENT B

### ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

\*For purposes of this application, Public Right-Of-Way is defined as  
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.\*

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

### STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St	N/A	N/A	Arlington Ave	from N/A	to N/A	N/A	N/A
Ryland St to Pine St			Lake St	from	to		
Pine St to Court St			Wells Ave	from	to		
Court/State St to Mill St			Center St	from	to		
Mill St to First St			Sierra St	from	to		
First St to Second St			First St	from	to		
Second St to Commercial Row			Second St	from	to		
Commercial Row to Third St			Commercial Row	from	to		
Third St to Plaza St			Third St	from	to		
Plaza St to Fourth St			Plaza St	from	to		
Fourth St to Fifth St			Fourth St	from	to		
Fifth St to Sixth St			Fifth St	from	to		
			Sixth St	from	to		

\* Use of crossing guards and observation of traffic rules will be used in the following cross walks: Booth St, Washington, Ralston, Winter, Bell, Vine, Jones and Keystone \*

If your event involves a location other than or in addition to those listed on the previous page, select the right-of-way impediment(s) that applies to your event.

☐ One-block street closure Location: N/A Date(s)/Time(s): \_\_\_\_\_

☐ Lane closure Location (incl direction): N/A Date(s)/Time(s): \_\_\_\_\_

☒ Sidewalk occupancy Location: 1805 Idlewild DR Date(s)/Time(s): May 2 2015 8am-1pm

☐ Other closure or use of public right-of-way (describe): Terrace 5 memorial parking lot Date(s)/Time(s): \_\_\_\_\_

N/A

☐ ReTRAC Plaza\*– East (between Sierra St & Virginia St) Date(s)/Time(s): \_\_\_\_\_

☐ ReTRAC Plaza\*– West (between West St & Sierra St) Date(s)/Time(s): \_\_\_\_\_

*\*Maximum uniform load is 125 pounds per square foot.*

### STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

### PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

**How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?**

Parking will be designated around Idlewild Park and Idlewild DR and will be controlled by volunteers to help alleviate and direct parking.

**Where will event participants park?**

Event participants will be directed by traffic control volunteers to designated parking lots around the Park and Idlewild DR.

# IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET

(MUST be completed at least 30 days prior to the event)

Event Name:

WALK MS 2015

Event Date:

May 2, 2015

Anticipated Number of Attendees:

900

Event Location:

1805 Island Dr Reno, NV 89509 Peace officer Memorial Lot

Name

Address

Business Name

Do you have any special issues?

*(Please state)*



## Outdoor Event Requirements

### Tents and Canopy Set-up

A tent is defined as a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. A canopy is defined as a structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

**Tents having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Reno Fire Department.**

1. ☒ Tents and canopies, used as an assembly occupancy, having an area in excess of 200 square feet of floor area, and any size canopy used for a cooking booth shall be composed of material meeting the flame propagation performance criteria of NFPA 701. A certificate shall be submitted to the Reno Fire Department and a copy retained on the premises where the temporary structure is set up. This affidavit or certificate shall attest to the following information:

- Names and address of the owners of the tent or canopy.
- Date the fabric was last treated with flame-retardant solution.
- Trade name or kind of chemical used in treatment.
- Name of person or firm treating the material.
- Name of testing agency and test standard by which the fabric was tested.

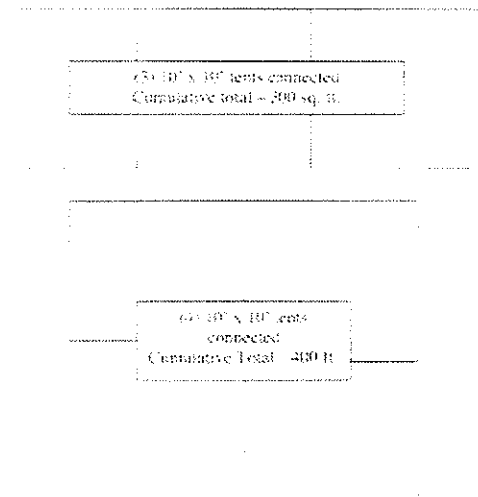
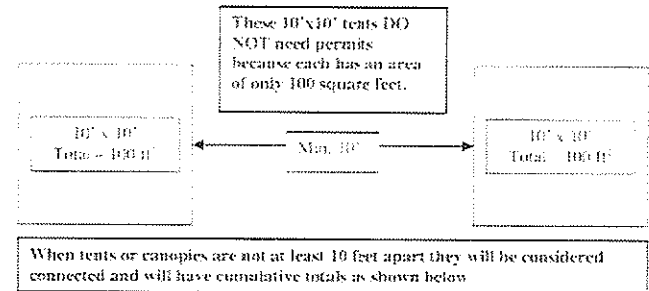
or

- e-1. A permanently affixed label from the Office of the State Fire Marshal stating that the material used for the tent or canopy is flame retardant and a Certificate of Flame Resistance.

or

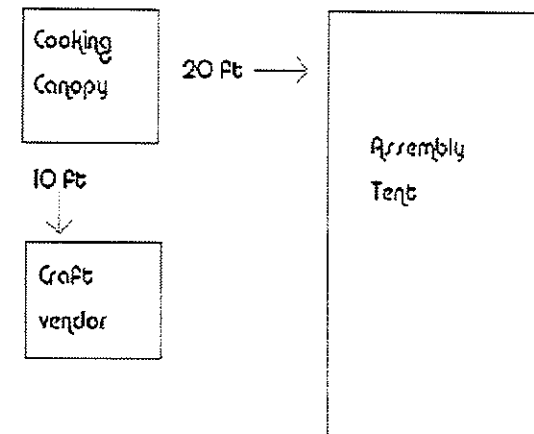
- e-2. 10 x 10 foot canopies meeting fire retardant CPAI-84 requirements as listed in the manufacturer's specifications.

2. ☒ Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure used as an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
3. ☒ Smoking shall not be permitted in tents or canopies used for assembly. "No Smoking" signs must be posted.
4. ☒ Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall not be permitted inside or located within 20 feet of a tent or canopy unless otherwise approved by the Reno Fire Department.



### Heating and Cooking Appliances/Cooking Booths

5. ☐ Cooking is allowed under flame retardant canopies that comply with section 1 above.
6. ☐ Tents and canopies where cooking is performed shall be separated from other cooking booth canopies, vendor tents, and combustible construction by a minimum of 10 feet, and from assembly tents by a minimum of 20 feet.
7. ☐ Gas-fired barbecues shall be placed a minimum of 10 feet from any combustible construction and a minimum of 20 feet from any building air intake, door, window, or opening.
8. ☐ Any cooking shall be isolated from contact with the public by physical guards, fencing, or enclosure.
9. ☐ All commercial cooking equipment located inside of a trailer or fully enclosed constructed booth made of permanent materials shall be provided with an approved UL listed automatic fire extinguishing system, bearing an approved service label as certified by the office of the State Fire Marshal.
10. ☐ All cooking booths must have a minimum 5lb "2A:10B:C" rated fire extinguisher with a current State Fire Marshal's service tag. A "K"-rated fire extinguisher shall be provided for all cooking applications utilizing grease or deep fat fryers.
11. ☐ Compressed gas cylinders shall be stored in an upright position and secured to prevent accidental tip over. All compressed gas cylinders in use shall be equipped with individual regulators with approved hoses and appliances.



### Fire Access

12. ☒ A 20 foot fire lane shall be provided for all events for emergency access.
13. ☒ Fire access lanes in the downtown core shall follow the guidelines set forth under the "Downtown Event Setup Guidelines and Diagrams" located at [www.reno.gov/index.aspx?page=731](http://www.reno.gov/index.aspx?page=731).
14. ☒ No parking, display, or obstruction of any sort is permitted in front of Fire Hydrants, Fire Department Connections, or access doors to rooms containing fire protection equipment.
15. ☒ Fuel powered generators shall be a minimum of 25 feet from any booth and shall be isolated from contact with the public by either physical guard, fence, or enclosure.